**Appendix A – Assessment Template**

**ASSESSMENT DESCRIPTION**

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| **Assessment Details** | |
| **Course Code:** | LSC 1103 |
| **Course Name:** | Academic Reading and Writing |
| **Course Teacher:** | Grant Hartley, Peter Thornton |
| **Task Title:** | Annotated bibliography |
| **Task Description:** | Individually students will complete an annotated bibliography. This will involve selecting sources and commenting on each one:  1. The central theme of the article/ source  2. Comment on the author and intended audience  3. Compare and contrast with other sources  4. Explain how this article is useful in their mini research project |
| **Special Instructions:** |  |
| **Weighting:** | 20% |
| **Duration/Word Limit:** | none |
| **Due Date:** | Week 8 |
| **Grading/Marking Criteria:** | Your grade will be determined using the relevant criteria from the attached rubric. |
| **Late Penalty:** | Unless special circumstances are agreed with the course teacher regarding late submission, work submitted 1 working day late will be deducted 10%, 2 days late 20%, 3 days late 30% and any work submitted more than 3 days late will get a zero mark. |
| **Academic Honesty:** | Breaches of Academic Honesty will be treated with the utmost seriousness. You are reminded the penalties for cheating or plagiarism include dismissal from the HCT.  (for more information please refer to[*Academic and Student Regulations*](https://portal.hct.ac.ae/sites/pnp/cass/Documents/Academic%20and%20Student%20Regulations_English.pdf)*,* [*HCT Academic Honesty Policy*](https://portal.hct.ac.ae/sites/pnp/cass/Pages/lp201.aspx)*,* [*Student Handbook*](http://www.hct.ac.ae/student-handbook/)) |

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| **HCT Graduate Outcomes Addressed** | | |
| 1. | Communication and Information Literacy |  |
| 2. | Critical and Creative Thinking |  |
| 3. | Global Awareness and Citizenship |  |
| 4. | Technological Literacy |  |
| 5. | Self-Management and Independent Learning |  |
| 6. | Teamwork and Leadership |  |
| 7. | Vocational Competencies |  |
| 8. | Mathematical Literacy |  |

**STUDENT GRADE/MARK REPORT**

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| --- | --- |
| **Course Assessment/Student Details** | |
| **Course Code:** | LSC 1103 |
| **Course Name:** | Academic Reading and Writing |
| **Course Teacher:** | Grant Hartley, Peter Thornton |
| **Task Title:** | Annotated Bibliography |
| **Student Name:** |  |
| **Student ID:** |  |

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| **Specific Guidelines** | **Feedback** | | | | |
| **A** | **B** | **C** | **D** | **F** |
| **1. Research** Identification and investigation of a range of appropriate academic and/ or cultural sources |  |  |  |  |  |
| **Comment:** | | | | | |
| **2. Analysis** Examination and interpretation of information and/or resources |  |  |  |  |  |
| **Comment:** | | | | | |
| **3. References**  Bibliography, citation, in text citation, referencing (APA style format) |  |  |  |  |  |
| **Comment:** | | | | | |
| **4. Clarity and accuracy** Clarity of message, accuracy of grammar, vocabulary, spelling, punctuation sentences |  |  |  |  |  |
| **Comment:** | | | | | |

**ASSESSMENT COVER PAGE**

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| --- | --- | --- | --- |
| **Course Name:** | Academic Reading and Writing | **Course Code:** | LSC 1103 |
| **Instructor Name:** | Grant Hartley, Peter Thornton | | |
| **Task Title:** | Annotated Bibliography | | |
| **Due Date:** | Week 8 | **Date Submitted:** |  |

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| --- | --- | --- | --- |
| **Student Name:** |  | | |
| **Student ID:** |  | **Section:** |  |

**Late Penalty**:

Unless special circumstances are agreed with the course teacher regarding late submission, work submitted 1 working day late will be deducted 10%, 2 days late 20%, 3 days late 30% and any work submitted more than 3 days late will get a zero mark.

**Academic Honesty**:

**Breaches of Academic Honesty will be treated with the utmost seriousness. You are reminded the penalties for cheating or plagiarism include dismissal from the HCT.**

(for more information please refer to[*Academic and Student Regulations*](https://portal.hct.ac.ae/sites/pnp/cass/Documents/Academic%20and%20Student%20Regulations_English.pdf)*,* [*HCT Academic Honesty Policy*](https://portal.hct.ac.ae/sites/pnp/cass/Pages/lp201.aspx)*,* [*Student Handbook*](http://www.hct.ac.ae/student-handbook/))

**Student Declaration**:

This assignment is entirely my own work except where I have duly acknowledged other sources in the text and listed those sources at the end of the assignment. I have not previously submitted this work to the HCT. I understand that I may be orally examined on my submission.

**GRADING/MARKING RUBRIC**

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| --- | --- | --- | --- | --- | --- | --- |
| **GRADING/MARKING CRITERIA** | **ACHIEVEMENT INDICATORS** | | | | | |
| **F** | | **D** | **C** | **B** | **A** |
| *Achievement that does not meet requirements* | | *Achievement that minimally meets the course requirements* | Top of Form  *Achievement that satisfactorily meets the course requirements*Bottom of Form | *Achievement that is significantly above the course requirements* | Top of Form  *Achievement that is outstanding relative to the course requirements*Bottom of Form |
| *Significantly below course requirements* | *Below course requirements* |
| 1. *With reference to the section 8 of the Assessment Handbook, the following serves as a set of various assessment criteria and grade descriptors suitable for many different assessment tasks. Please customize your rubric and select such grading/marking criteria which suit a specific assessment task.* 2. *To determine a final grade/mark of your student’s work you may prefer to use either a holistic or analytical approach. In case of the analytical approach, to convert the data from your customized rubric into a number/letter grade, please refer to the example underneath the table\*.  The HCT Grading System showing a letter-to-decimal conversion you will find in the Grading System Policy at:* [*https://portal.hct.ac.ae/sites/pnp/cass/Pages/lp209.aspx*](https://portal.hct.ac.ae/sites/pnp/cass/Pages/lp209.aspx)*.* | | | | | | |
| **GENERAL CRITERIA** | | | | | | |
| **1. Research** Identification and investigation of a range of appropriate academic and/ or cultural sources | Little or no information presented | Information presented is insufficient or does not relate sufficiently to the task; there may be evidence of rudimentary research | Some information has been gathered from readily available sources applying standard techniques. Information is sometimes inaccurate | Adequate information has been gathered from readily available sources applying standard techniques. Information is generally accurate | Information is accurate with only occasional errors, appropriately categorized and from a wide range of sources. | Extensive independent research, accuracy, familiarity with the material, and sound judgments |
| *Grading/Marking Comments:* |  | | | | | |
| **4. Analysis** Examination and interpretation of information and/or resources | Little or no evidence of examination of source material | Constituent elements may be incorrectly identified; analysis may be attempted but unjustified | Some key elements are identified, but may lack accurate interpretation, analysis or explanation | Generally, key elements are identified. Generally accurate interpretation, analysis or explanation | Key elements are identified. Accurate interpretation and evaluation show clear understanding with only occasional lapses | Key elements are identified. Accurate interpretation and complete evaluation show clear understanding |
| *Grading/Marking Comments:* |  | | | | | |
| **10. References**  Bibliography, citation, in text citation, referencing (APA style format) | Little or no referencing  Irrelevant or inappropriate selection of references.  No citations in text. | Inadequate referencing with a significant number of inconsistencies  Few references that are not suitable or reputable.  The citations have no links to your ideas. | Evidence of referencing, but not throughout.  Few references and many are not suitable or reputable.  Few citations with little or no links to your ideas. | Adequate referencing, but some inconsistencies.  Limited number of references, but not all are suitable or reputable.  Few citations that are not directly linked to your ideas. | Fully-formed references with minor errors  Limited number and selection of reputable and suitable references.  Many citations are appropriate but only used as an association to your ideas. | Fully-formed and accurate references.  Extensive selection of reputable and suitable references.  Well selected citations that support ideas. |
| *Grading/Marking Comments:* |  | | | | | |
| **WRITTEN LANGUAGE CRITERIA** | | | | | | |
| **11. Clarity and accuracy** Clarity of message, accuracy of grammar, vocabulary, spelling, punctuation sentences | The whole text is unclear. Errors are numerous and cause significant misunderstanding. | Mostly unclear with patches of significant break down. Errors can cause significant misunderstanding and require numerous corrections. | Sometimes clear, with patches of confusion. Accuracy is inconsistent. Errors cause misunderstanding. Correction required. | Generally clear and accurate. Errors can cause misunderstanding in places. Still some correction required. | Clearly expressed, with only occasional errors that do not cause misunderstanding. Requiring a minimal amount of correction. | Clearly expressed throughout. Consistently accurate. Requiring a minimal amount of correction. |
| *Grading/Marking Comments:* |  | | | | | |